



# Job Opportunity

## State Controller's Office

**Position:** Associate Budget Analyst/Associate Governmental Program Analyst/Staff Services Analyst **Statewide**

**Location:** Administration and Disbursements Division  
300 Capitol Mall, Suite 634 , Sacramento , CA 95814

**Issue Date:** February 8, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Tom Yowell, (916) 322-5320

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-120-5284-003  
051-120-5393-XXX  
051-120-5157-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With direction provided by the Budget Manager (Staff Services Manager II), the incumbent will independently perform the more complex duties associated with the development, preparation, maintenance, review and control of the department's annual budget. In addition, the incumbent will provide consultative budget services to management and program staff. Duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Responsible for the preparation of the department's annual budget and all related schedules, including interpretation and application of all State Administrative Manual sections and externally imposed budget mandates and directives; develop and maintain various required budget schedules and galley; prepare Legislative Hearing Reference Binders for executive management's use at legislative budget proceedings.
- Review Budget Change Proposals (BCPs) for conformity with the department's and the State's policies and procedures, as well as those established by the Department of Finance; analyze BCPs to ensure proper and sufficient justification has been provided to support requests; make recommendations to executive staff for all BCPs; develop annual BCP instructions and fiscal reference packages for distribution to departmental budget coordinators.
- Provide direction to departmental budget coordinators for the preparation of out-of-state travel request; monitor out-of-state travel activity against the blanket request; prepare monthly status reports; and process trip substitutions.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Assist in the fiscal analysis of legislation affecting the department and distribute analysis to legislative coordinators; determine impact of legislation.
- Track and maintain historical expenditure and receipt date.
- Respond to requests for technical information regarding the budget development process; perform special tasks and projects at the request of executive staff as they relate to financial impact on the department.
- Develop and maintain electronic documentation used by the Budget Office.
- Maintain and update the position database for the department; review personnel transactions involving the addition, deletion, reclassification and transfer of positions; update staffing changes, such as salary and benefits.

**DUTIES WILL COMMENSURATE WITH LEVEL HIRED**

**Desirable Qualifications**

- Knowledge of the State of California budget process;
- Knowledge of the State of budgeting rules and regulations;
- Excellent communication skills;
- Excellent negotiation and resolution skills;
- Ability to build cooperative relationships with program staff responsible for fiscal support;
- Ability to work well with changing deadlines and priorities;
- Ability to manage multiple priorities;
- Ability to develop spreadsheets and use electronic spreadsheet tools for analytical tasks.

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Administration and Disbursements Division

300 Capitol Mall, Suite 634

Sacramento , CA 95814

Attn: Tom Yowell